

# **NORTHWEST LOCAL SCHOOL DISTRICT HOME INSTRUCTION HANDBOOK**



**2025-2026 School Year**

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## Introduction

State law requires students of compulsory school age to attend school. Students who are unable to attend school for extended periods of time due to illness, disability, or other medical conditions can be eligible to receive home instruction. Northwest Local Schools identifies homebound or hospitalized status for students who have an acute or chronic medical condition that prevents him/her from attending classes at school for longer than 3 weeks (15 school days). Once a student has been absent for 15 consecutive school days, or the physician's report states the student will miss at least 15 school days, eligibility for Home Instruction (HI) can begin. A student may also receive home instruction as a service determined by an Individualized Education Program (IEP) team.

This service takes place in a public defined space or in a supervised setting agreed upon by the parent and the instructor. Home Instructors are individuals who hold an Ohio teacher's license. Home Instruction is designed to provide continuity of educational services between the classroom and the homebound setting for students whose medical needs, both physical and psychiatric, prohibit consecutive school attendance over a period of time. The primary objective of the Home Instruction program is to provide instructional services so that the student can return to school with the knowledge and skills sufficient to resume her/his previous academic programming. Additionally, Home Instruction may be used to supplement the classroom program for health impaired children whose conditions may interfere with consistent attendance (e.g., students receiving dialysis, or radiation/chemotherapy). Cases of students, who are dangerous or have contagious conditions, will be reviewed by the Superintendent or his/her designee for determination of the appropriateness of Home Instruction services.

Students who cannot attend public school because of illness, accident, or pregnancy, even with the aid of transportation, are eligible for medical homebound or hospitalized instruction. **A licensed medical provider must certify that the student is unable to attend school but may benefit from instruction given in the home, hospital or team designated location.**

A student unable to attend school due to an emotional disorder may be successfully taught at home by a licensed teacher. This service is considered to be of short-term duration. Home Instruction is not to be used in lieu of school programs. When Home Instruction is requested for such children, information given on the Physician Report-Certification of Need for Home Instruction (HI-6) must be furnished by a licensed physician and/or psychiatrist, a licensed psychologist working with the child in a clinical setting, or licensed medical provider. A plan for returning the child to school or placing him/her in a more appropriate setting should be on record.

If Home Instruction is requested due to pregnancy, the inability of this student to attend school shall be attested to by a licensed medical provider. It may be desirable and practical to provide instruction due to pregnancy in a virtual setting.

Any student participating in a program of medical homebound instruction or hospitalized instruction must be approved by the district Superintendent or his/her designee. Upon request of the student's parent or guardian, and provided such request is recommended by a physician, the Board shall furnish a home instructor to instruct the student at home.

Students on Home Instruction still have the opportunity to earn grades and credits. Any credits earned shall be considered a part of the cumulative record. Credit for the work shall be awarded when it is done under the supervision of a certified teacher, a person eligible to hold an Ohio certificate or other appropriately licensed professional employed by the School District. Applicants for Home Instruction shall be approved by the

Superintendent or his/her designee. During such period of instruction the student shall be carried on the school register as present. Classroom teachers of the homebound student are responsible for all grading with verbal assistance from the homebound instructor unless Superintendent or his/her designee deems differently.

## **Program Parameters**

A student receiving home instruction is carried in the daily register of the class in which she/he is enrolled provided she/he receives instruction for the allotted hours per week. Students are provided one hour of instruction for each day that the student is not in attendance on a regular scheduled school day (or determined by the IEP team for students with disabilities). Required hours of instruction may be delivered in multiple hour sessions.

**Students on home instruction are still required to participate in state testing (if applicable). The school and parents will make special arrangements to accommodate for testing participation on those days.** This often requires the student to come to the school building. Home instruction personnel are not permitted to give state tests, but are able to give classroom tests, quizzes and final exams if necessary.

Students often return gradually to school and the home instruction personnel may gradually reduce time but still be available to help with the transition. Again, this can be stressful but usually it is done gradually as the student gains strength and stamina. The building or IEP team makes this decision. Sometimes it is advisable for the home instructor to join the building team meetings for input and feedback.

Home Instruction service is a short-term service designed to maintain a student's progress in the curriculum. If, at the conclusion of the school year, a general education student has received a final grade and credit from the school based teacher of record, home instruction will cease. **Home Instruction is not to be used in lieu of school programs.**

Intermittent home instruction service is defined as educational support intended for those students who miss school on a regular basis due to medical reasons. Examples of students who may require such a plan are, but not limited to, those individuals receiving treatment for cancer or sickle cell anemia. The home instruction action plan is developed at the initial referral and implemented periodically without repeating the process each time an absence occurs. If a student is in need of these services, the action plan and medical information should be reviewed and renewed annually so as to identify the appropriate strategy for the new courses.

## **Home Instruction Request and Assignment Procedures**

1. Once it is suspected that a student requires home instruction services, a team meeting is set up to construct a Request for Home Instruction (HI-1) including an Instruction Action Plan (HI-2) consisting of the student's teacher(s), parents, student (if appropriate), counselor, nurse (if appropriate) and an administrator (or IEP team as appropriate).
2. The team develops a plan based upon whether the student's absence will be short term or for an extended period of time. This plan will identify all of the courses/subjects in which the student is currently enrolled and the future status of those courses/subjects.
3. Parents and student must sign the Agreement of Responsibilities form (HI-3)
4. Certified medical documentation is required using the physician report (HI-6) for students on Home Instruction for medical needs. This must be provided to the special education office prior to beginning home instruction.
5. Once all documentation is received, the district Superintendent, or his/her designee, may or may not then approve the student's home instruction status.

## **General Education Student**

- Complete HI-1-Request for Home Instruction
- Complete HI-2- Instruction Action Plan
- Complete HI-3- Agreement of Responsibilities
- Forward HI-6 Physician Report or any certified medical documentation provided by the parent to the special education office

## **Student on Section 504 Plan**

- The 504 must reflect the need for home instruction and may need to be updated
  - Complete HI-1-Request for Home Instruction
  - Complete HI-2- Instruction Action Plan
  - Complete HI-3- Agreement of Responsibilities
  - Forward HI-6 Physician Report or any certified medical documentation provided by the parent to the special education office

## **Student on an IEP**

- A Student on an IEP may be placed on home instruction for one of several reasons:
  - Due to medical need
    - The IEP must reflect the need for home instruction due to chronic medical needs
    - Complete HI-1 Request for Home Instruction (at least one time annually)
    - Complete HI-2 Instruction Action Plan
    - Complete HI-3 Agreement of Responsibilities
    - Forward HI-6 Physician Report or any certified medical documentation provided by the parent to the special education office
  - As a change in placement as determined by IEP team
    - The IEP must be amended to reflect the change in LRE
    - PR-01 must also be completed summarizing the change
    - Complete HI-1-Request for Home Instruction
    - Complete HI-2 Instruction Action Plan
    - Complete HI-3 Agreement of Responsibilities
    - All documents must be forwarded to the special education office before home instruction can begin.
  - As compensatory education due to a pending change in placement
    - PR-01 must be completed to document the reason for the service
    - Complete HI-1-Request for Home Instruction
    - Complete HI-2 Home Instruction Action Plan
    - Complete HI-3 Agreement of Responsibilities
    - All documents must be forwarded to the special education office before home instruction can begin.

## **School Responsibilities**

The student's counselor, intervention specialist, administrator or designee will:

- Arrange initial team meetings to determine student needs for home instruction.
- Complete the Request for Home Instruction using the appropriate forms (HI-1, HI-2, HI-3)
- Obtain appropriate signatures on the Action Plan and the Agreement of Responsibilities form and send to the Special Education Office.
- Identify the primary contact for the assigned home instructor to collect and distribute assigned student work
- Contact each of the student's teachers to let them know they will need to give the homework to the designated primary contact person who will notify the home instructor when the assignments and materials are ready for pickup.
- **Notify classroom teachers of the homebound student they are fully responsible for all grading with verbal assistance from the home instructor.**
- Collaborate with the special education office and home instructor regarding attendance reporting and any discipline or truancy concerns.

## **Home Instructor(s) Responsibilities**

The home instructor(s) will:

- Contact the parent/guardian of the student within 24 hours of accepting the position.
- Complete the payroll time sheet and include documentation of the student's attendance.
- Make arrangements to get and promptly return work to the building for grading.
- Contact the Special Education Office when the student has missed two scheduled appointments without an appropriate excuse. *The hours of instruction lost without an appropriate excuse will not be rescheduled.* Home Instruction services may be discontinued after the third absence. This discontinuation will be determined on a case-by-case basis after communication between parent, home instructor and the Office of Special Education Services. Attendance will be reported to the Special Education Office on the payroll time sheet.
- Home Instructors will be compensated for ½ hour time for missed sessions canceled on the day of the scheduled appointment.
- Notify school officials and Special Education Office when student is cleared to attend school
- Return all materials
- Maintain Home Instruction Log Sheet. The following documents must be completed and submitted to Special Education Office: Certificated Time Sheets, Log Sheets (HI-4)

**Timesheets are due to Marla Veatch mveatch@nwlsd (513) 923-1000, ext. 4919 on the 10th and 25th of each month.**

## **Office of Special Education Responsibilities**

The representative from the Office of Special Education will:

- Review the Request for Home Instruction forms and determine student eligibility
- Will notify the school representative and the parent of the home instruction assignment
- Process home instructor time sheets for payment
- Communicate with the Board as to teachers approved to provide home instruction
- Notify the school of concerns related to attendance and or behavior of the student while receiving home instruction



HI-1

# HOME INSTRUCTION REQUEST FORM

Complete [Home Instruction Request Form](#)



HI-2

# Home Instruction Action Plan

Complete [Home Instruction Action Plan Template](#)

**Student Name:**

**Student ID:**

**Agreed upon hour(s) per week for home instruction:**

**Anticipated length of home instruction:**

In what courses will the student receive home instruction?

Subject Area / Course	How will instruction be delivered (ie: direct instruction, online course)?	Teacher responsible for grades

**Person responsible for providing work to home instructor:**

**Grading Plan:** (When is work due for grading?)

**Communication Plan:** (How will information be communicated with parents, staff and home instructor?)

**Related Services Plan:** (How will related services be provided if applicable?)

**Summary of meeting discussion:**



# HOME INSTRUCTION AGREEMENT OF RESPONSIBILITIES

## PARENTS' RESPONSIBILITIES

- Provide general care and non-educational needs of the student
- Realize that before instruction can begin, all necessary paperwork must be completed
- Ensure that the child is prepared for the arrival of the home instructor
- Understand that during the course of home instruction, adult supervision is required in order to ensure a healthy and safe environment for both the student and the teacher
- Make certain that the student is available for all scheduled instruction
- Contact the home instructor to cancel the scheduled period of instruction in cases of emergency
- Inform the home instructor of the child's future medical appointments as early as possible if such appointments will interfere with instruction time
- Understand that if the student is absent for his or her scheduled period of instruction, he or she is considered absent from school on that day
- **Understand that if the home instructor arrives at the scheduled appointment and no one is home or the session is canceled within a one hour time frame, the missed session will be deducted from the total hours allotted**
- Understand that the state's compulsory attendance laws fully apply to homebound students
- Communicate with the school's contact person about changes in the child's health and return-to-school plans
- Understand that although home instruction may take place at home, an alternative site may be designated if circumstances warrant
- Understand that permission must be granted to obtain medical documentation for home instruction that is deemed to be needed due to medical issues (see below)

## STUDENT'S RESPONSIBILITIES

- Be available for all scheduled instruction
- Complete all homework assignments
- Remain courteous, comply with teacher requests, and use appropriate language; and dedicate instruction time to instruction only (no phone calls, visiting, radio, television, etc)
- **The student must realize that home instruction is an extension of regular school and all classroom rules and regulations, as well as school district policies including attendance, apply. Failure to fulfill these responsibilities could result in the early termination of a student's home instruction period and/or loss of credit.**

Parent/Guardian and student (if appropriate) accept the above responsibilities for home instruction services provided by the Northwest Local School District.

Parent/Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby grant permission for the school staff to confer with the licensed medical provider listed below regarding my child's health and treatment issues as they pertain to the above diagnosis and his/her educational and behavioral management needs for the return to school.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



HI-6

## Physician's Report Certification for Need of Home Instruction

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

**Please complete all sections of this form:**

Date of this examination: \_\_\_\_\_ Date 1<sup>st</sup> seen \_\_\_\_\_

1. Has this patient been seen regularly in your office? \_\_\_\_\_

2. Diagnosis/ Describe the patient's current condition: \_\_\_\_\_

3. Probable period student is unable to attend school: \_\_\_\_\_

4. In the case of prolonged illness/required absence where attendance at school is not possible, home instruction may be available for one hour per day for each day of excused absence. Why do you recommend home instruction as an alternative to the day class in a regular school program?

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5. Prognosis? (Extent of disability/time needed for recovery, etc.)

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6. Physician's Name (*Please print or use stamp*) \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please return this information to:

**ATTENTION: Marla Veatch**

3377 Compton Rd Suite 110, Cincinnati, Ohio 45251

Phone: 513-923-1000 ext 4919 - e-mail [mveatch@nwlsd.org](mailto:mveatch@nwlsd.org)

**Northwest Local School District  
Certificated Timesheet  
Home Instruction**

**Employee:** \_\_\_\_\_

**Hourly Rate: \$30.00**

**Account: Home Instruction**

**Staff ID number:** \_\_\_\_\_

**Student:** \_\_\_\_\_

*(For individualized instruction only)*

**Payroll Period:** \_\_\_\_\_

*Payroll dates are the 10th and 25th each month. Send to Marla Veatch at CSO.*

Add one hour of plan time per 5 hours of instruction.

Date	Time Reported	Time Concluded	Daily Hours	Comments

**Total Hours** \_\_\_\_\_

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administrative Signature**

\_\_\_\_\_  
**Date**